



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Job Title: 23520 - Team Lead, Technical Compliance Team, NCTC/ODSI - GS-13

Salary Range: \$81,548 - \$126,062 (not applicable for detailees)

Vacancy Open Period: 4/11/2018 – 4/26/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/ODSI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination



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- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- Support the Chief, AG Guidelines Compliance Branch, Office of Data Strategy and Innovation, Compliance and Transparency Group charged with overseeing NCTC's compliance with its data handling obligations pursuant to the Attorney General Guidelines, other legal authorities, data provider agreements, and other relevant policies, guidelines, and procedures.
- • Serve as Team Lead for the Technical Compliance Team responsible for leading a team of contract technical personnel responsible for implementing and executing technical data handling compliance assessments, audits, and activities in support of the Compliance and Transparency Group mission.
- • Represent the Compliance & Transparency Group (CTG) and compliance equities in interactions with NCTC Mission Systems (MS), including during MS governance boards, monitoring enterprise IT development efforts with compliance equities, and CTG-requested IT development projects, representing CTG's position on data handling compliance issues; ensure MS' needs for data handling guidance are addressed in a timely manner.
- • Design, test, implement and apply data handling compliance standard operating procedures, principles, to ols, techniques, and requirements for new and existing NCTC systems and applications.
- • Conduct compliance audits and assessments of NCTC IT systems and applications in order to verify NCTC compliance with its data handling obligations pursuant to relevant legal authorities, interagency agreements, guidelines, and policies.
- • Identify systemic data-handling and security issues based on the analysis of vulnerability, configuration, and audit data.
- • Engage with customers to understand and participate changing needs and requirements; anticipate substantive questions. Offer recommendations for resolution based on quantitative analysis and ensure that customers' needs are met and that information is timely.
- • Independently develops the identification of new sources of intelligence and advance quantitative query. Develops quantitative analysis, ensuring all products incorporate multiple lines of inquiry and are fully coordinated with all stakeholders.
- • Coordinate the compilation and review often disparate and inconsistent data to address the most complex intelligence issues or problems for the most senior internal/external customers.
- • Coordinate accurate, timely, and sophisticated data analysis in support of the most complex key ODNI, United States national security and foreign policy objectives and to shape Intelligence Community analysis priorities. Conduct complex statistical, mathematical, geospatial modeling, and data mining analysis independently or in partnership with other Data Scientist or Analyst colleagues.



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- Assist in building the conception, preparation, and communication an extensive range of strategic, high complex graphics, computational models/tools, or written/oral assessments on significant or contentious issues for the most senior internal and external customers (e.g. policymakers, IC components, Agency executives).
- • Facilitate exploitation of quantitative and computational models, analytic methods and tools, geospatial modeling, and data/or data mining.
- • Continuously look for ways to improve results, showing resourcefulness, and pushing for excellence.
- • Cultivate and maintain productive working relationships with oversight, technical, and security colleagues, and NCTC senior leadership to share information of interest, explain the specifics of compliance programs and procedures, and when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial compliance issues.

Mandatory and Educational Requirements

- Thorough knowledge of business operations and associated processes.
- • Extensive knowledge of appropriate analytic methods and methodological tools in one or more of the following areas: Applied Mathematics (e.g. probability and statistics, formal modeling, computational social sciences); Computer Programming (e.g. programming languages, math/statistics packages, computer science, machine learning, scientific computing); and Visualization (e.g. GIS/geospatial analysis, charting and link visualization/graph design).
- • Demonstrated experience coding/scripting in one or more of the following: Python, R, or Perl.
- • Demonstrated experience using one of more of the following data management tools: Hadoop Tools, MapReduce, Pig, Hive, NoSql, Tableau, Hbase.
- • Thorough knowledge of research designs. Demonstrated ability to develop comprehensive computer software applications, as needed.
- • Ability to leverage multiple data management tools to organize relevant information and make decisions.
- • Ability to apply intellectual curiosity; creativity and innovation to go beyond current tools to deliver the best solution to complex problems.
- • Ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing, multi-disciplinary ideas and insights.
- • Ability to translate complex, technical findings into an easily understood narrative (i.e. tell story with data).
- • Analytical and critical thinking skills, including superior ability to think strategically.
- • Ability to multitask and change focus quickly as demands change.
- • Ability to evaluate data drawing pertinent inferences from data trend analysis, and interpretation of such inferences in keeping with the requirements of officials responsible for planning or for making policy decisions.
- • Demonstrated ability to work effectively both independently and in a team or collaborative environment, and utilize strong organizational and interpersonal problem solving skills.

Desired Requirements

- Demonstrated knowledge of the mission, charter, roles, and responsibilities of the NCTC, ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.
- • Demonstrated knowledge of NCTC's legal authorities, policies, and procedures governing information sharing and data-handling, including the Attorney General Guidelines and FISA Standard Minimization Procedures.
- • Demonstrated on-the-job experience leading a team of contractor personnel.
- • Demonstrated experience with virtual, and cloud computing architectures, technologies and concepts, such as Amazon Web Services.
- • Demonstrated experience coding/scripting in one or more of the following: HTML, SQL, or JavaScript.



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- Demonstrated experience working within the ODNI and/or CIA information technology system accreditation processes.
- Demonstrated knowledge in managing an Information Assurance/Cybersecurity/Data-handling Compliance program, project, or process employing related skills such as objective and requirements development, task break out, developing schedules, identifying risks and opportunities, and identifying required resources.
- Demonstrated experience in cross community complex programs and making recommendations to improve products and services; considerable ability to deal with service failures and prioritize customer needs.
- Demonstrated ability to quickly identify and apply new technologies, methodologies, and technical languages.
- Demonstrated knowledge of information sharing policies, procedures, and technologies, as well as detailed knowledge of how to develop and facilitate those mechanisms; Experience: Six to 10 years related experience is preferred. Education: Bachelor's degree in quantitative or technical field of study (e.g. statistics, mathematics, computer science, physical science, economics, Geographic Information Systems).

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.



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- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-



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EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**